

ITS UP PR-HQ-15477
Attachment 13

(Addressee)

Dear *(client's name)*:

We are currently responding to the Environmental Protection Agency 's RFP No. PR-HQ-06-15477 for the procurement of Information Technology User Provisioning services. The EPA is placing increased emphasis in their acquisitions on past performance as a source selection evaluation factor. The EPA requires offerors to inform references identified in proposals that EPA personnel may contact them about past performance information.

If you are contracted by EPA personnel for information on work we have performed under contract for your company/agency/state of local government, you are hereby authorized to respond to the EPA's inquiries.

Your cooperation is appreciated. Please direct any questions to

_____.
(offerors point of contact)

Sincerely,